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PALM BEACH JUNIOR COLLEGE



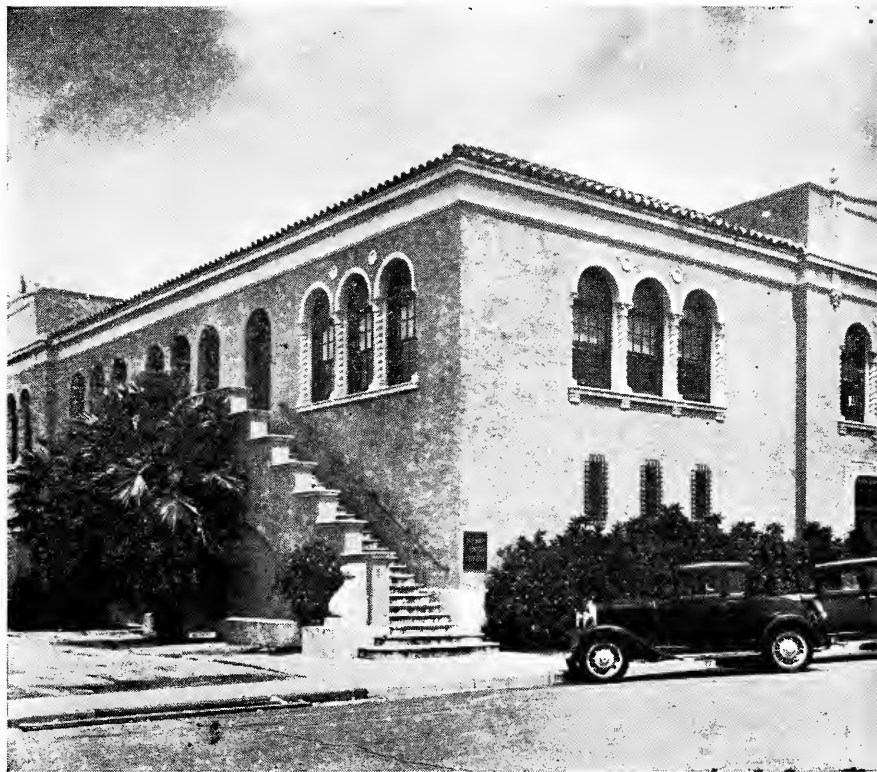
Announcements 1945-1946

WEST PALM BEACH, FLORIDA

PALM BEACH JUNIOR COLLEGE

A high standard, fully accredited college offering the advantages of small classes and the maximum in personal service to the individual.

30087



ADMINISTRATION BUILDING

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COLLEGE CALENDAR

1945 - 1946



SEPTEMBER 6, 7—REGISTRATION FOR FIRST SEMESTER

SEPTEMBER 10—CLASSES BEGIN

NOVEMBER 29, 30—THANKSGIVING HOLIDAYS

DECEMBER 19—JANUARY 2—CHRISTMAS HOLIDAYS

JANUARY 25—FIRST SEMESTER ENDS

JANUARY 28—SECOND SEMESTER BEGINS

APRIL 17-22—EASTER HOLIDAYS

MAY 31—SECOND SEMESTER ENDS

ADMINISTRATIVE OFFICERS

<i>President</i>	JOHN I. LEONARD, Ed.D.
<i>Dean</i>	HOWELL L. WATKINS, M.A.
<i>Registrar</i>	ELBERT E. BISHOP, M.A.



BOARD OF PUBLIC INSTRUCTION PALM BEACH COUNTY

J. C. ENGRAM, *Chairman*
GEORGE W. SLATON CARMEN SALVATORE
JOHN I. LEONARD, *Secretary and Superintendent*



EXECUTIVE COMMITTEE OF THE ADVISORY BOARD

GEORGE W. COLEMAN, *Chairman*
FRANK ATKINSON, *Vice-Chairman*
MRS. J. L. WAUGH, *Secretary-Treasurer*
DR. R. O. COOLEY MISS RUBY EDNA PIERCE

FACULTY

MARY SUSAN ALBERTSON.....Biology

B.S., Cornell University
M.A., Columbia University
Graduate work: Columbia University, University of Florida, State
Teachers' College, Stroudsburg, Pa., University of Miami

ELBERT E. BISHOP.....Business Law

B.S., Middle Tennessee State Teachers' College
M.A., George Peabody College
LL.B., University of Florida

RACHEL FLAGG CROZIER.....English

B.S.E., University of Arkansas
M.A., University of Florida
Graduate work: Duke University, University of Florida

BERNIE H. GAULT.....Education

A.B., Central College
M.A., University of Wisconsin

IMOGENE A. GROSS.....Chemistry and Physics

A.B., B.S.E., Georgia State College for Women
M.A., Johns Hopkins University
Graduate work: Georgia State College for Women, Johns Hopkins
University

FAY ELIZABETH HAMON.....Commerce

B.S., Florida State College for Women
M.Ed., University of Pittsburgh

GERTRUDE W HEAVRIN.....Home Economics

A.B., University of Kentucky
Graduate work: University of Kentucky

FRANCES V. HENNESSEY.....French

A.B., Bucknell University
Graduate work: Sorbonne, France, McGill University, Rutgers
University, Florida Southern College, University of Florida

ESTHER C. HOLT.....Commerce, Social Studies

A.B., Florida State College for Women
M.A., University of Florida
Graduate work: University of Florida

JONATHON R. HOLT.....Accounting

B.S., B.A., and M.A.E., University of Florida
Graduate work: University of Florida

FACULTY

FRANCES HOWELL.....Librarian

A.B., Florida State College for Women
A.B. in L.S., University of North Carolina

GEORGE H. McCAMPBELL.....Director Physical Education

A.B., University of Florida
Graduate work: University of Florida

LALLIE B. McKENZIE.....Music

Certificate in Music, New York University

CARMEN A. MONTROYA.....Spanish

A.B. and M.A., Mercer University
Graduate work: Western Carolina Teachers' College

MARIAN FRANCES MORSE.....Social Studies, Psychology

A.B., Smith College
M.A., Florida State College for Women
Graduate work: University of Florida, Duke University

HENRY A. NEWELL.....Mathematics

A.B., M.A., McMaster University
Graduate work: University of Florida

CARL A. PRICE.....Mechanical Drawing

B.S.J.E., M.A., University of Florida
Graduate work: Western Reserve University

LOUIS SCHULZ.....Bible

B.S., S.T.B., S.T.M., S.T.D., Temple University

LUCILLE TAYLOR.....Physical Education

B.S. in Ed., Indiana University
Graduate work: University of Wisconsin

MYRA ROWLAND WILEY.....Speech

A.B., University of Wisconsin
Graduate Speech Diploma, Northwestern University School of Speech
Graduate work: University of North Carolina

EDNA D. WILSON.....Secretary

GENERAL INFORMATION

PURPOSES

Palm Beach Junior College has the following six purposes:

1. To offer two years of acceptable college work.
2. To provide opportunity for individual attention to students through small classes.
3. To provide educational opportunities for many students who could not afford to attend college elsewhere.
4. To provide opportunity for young people to develop leadership and to experience the social benefits of college without severing home connections.
5. To train students to take their place in higher institutions of learning and in the business and social world.
6. To provide terminal education along vocational lines to those students who wish to enter the business or vocational world upon completion of two years of college training

HISTORY

In 1933 each civic club in West Palm Beach was invited to assist in the establishment of a junior college as part of the educational system of Palm Beach County, and to name two citizens from its group to serve as an advisory board to the college. The duty of this board was to meet with the administrative officers and the Board of Education to discuss the policies and operations of the college. Their services were of inestimable value to the college during the early period of its organization.

In the year 1939 the County Board of Public Instruction changed the method of choosing the Advisory Board and selected members from all sections of Palm Beach County so as to create more interest throughout the area it was designed to serve. At present there are members from West Palm Beach,

Palm Beach, Lake Worth, Pahokee, Belle Glade, Canal Point, Boynton Beach, Delray Beach, Jupiter, Riviera, and Lake Park.

The University of Florida assisted in organizing the college by advising as to what courses to offer and by tentatively approving both courses and instructors. The college was opened in September, 1933, to a freshman class. The first graduation exercises were held June 5, 1936. Since that time the graduating classes increased from twenty to thirty percent each year until the war.

The Palm Beach Junior College offers, under the jurisdiction of the County Board of Public Instruction, two years of education in advance of the regular high school course. The subjects offered are similar to those offered at the University of Florida and the Florida State College for Women.

Palm Beach Junior College is fully accredited by the Southern Association of Colleges and Secondary Schools and the Florida State Department of Education. The College is an active member of the American Association of Junior Colleges and the Florida Association of Colleges and Universities.

BUILDINGS AND EQUIPMENT

The college administration building houses the library, offices, and some lecture rooms. The sciences are taught in the high school building. Laboratories are adequately equipped for individual work on the part of each student. Home economics and commercial courses are taught in the vocational building. Trades courses are given in the vocational shop and vocational building. The college and high school use the same gymnasium, auditorium and athletic fields, which are among the best in the state.

The new student union building, a two-store structure, was completed in January, 1942. The lower floor contains a lunch room, lunch counter and bookstore, a kitchen and a men's lounge and bath. On the second floor is a large lounge, con-

ference room, sun porch and girls' lounge and bath. The entire building is attractively furnished and completely equipped.

LIBRARY

The library is adequately catalogued and under the direction of a trained librarian. Heads of departments and the college librarian collaborate in the selection of books, hence the library offers a well-balanced technical, literary and reference collection which meets the fundamental needs in all departments.

NORTON GALLERY AND SCHOOL OF ART

A reciprocal arrangement between the Norton Gallery and School of Art and the Palm Beach Junior College has been made. Work in the fine arts may be carried on at the Norton Gallery and School of Art where the studios are available to the college. Under this plan, credit will be given for the work done at the Norton School of Art.

TRAINING FOR NURSES

The Palm Beach Junior College and the Good Samaritan Hospital School of Nursing of West Palm Beach have a co-operative arrangement whereby student nurses take certain courses in science, psychology and sociology in the college. This School of Nursing is recognized and accredited by all educational institutions in the country. Thus, student nurses may earn some college credit while in nursing training, thereby shortening the length of time required for a degree.

VETERANS' EDUCATION

Palm Beach Junior College is approved by the State Department of Education for the training of veterans under the "G.I. Bill of Rights" (Public Law 346). The College, with its well-equipped shops, has ample facilities for work in the vocational field. The general college course meets the academic requirements of the freshman and sophomore years.

GENERAL REGULATIONS

REQUIREMENTS FOR ENTRANCE

All applicants for admission should have official transcripts of records of school work sent directly to the office of the Registrar of the College before entrance. Transcripts of records submitted by the students become the property of the college and are not returnable unless the candidates cannot be admitted. The college is sole judge as to acceptability of all credits.

MINIMUM REQUIREMENTS FOR ENTRANCE

The minimum requirements for entrance are graduation from an approved high school with sixteen units of high school credits, including:

Three units of English

One unit of Algebra

One unit of Science (General or Biology)

Two units of Social Studies (one must be
American History)

Satisfactory score in content and psychological
examinations

(For entrance by examination, special arrangements must be made at least two weeks in advance.)

REQUIREMENTS FOR ENTRANCE WITH ADVANCED STANDING

Advanced standing may be granted to applicants who have completed, in approved institutions, courses beyond such entrance requirements as are counted by Palm Beach Junior College for credit toward its certificate of graduation. The college assumes no responsibility for delays occasioned by absence of

records. Students who cannot present official records of college work done, and students claiming credit from institutions of unrecognized standing can secure credit by examination only.

ADMISSION TO COURSES

Sophomores following the Associate in Arts curriculum may not take freshman courses without special permission. Beginning freshmen are not permitted to take sophomore courses without special permission.

APPLICATION

Application forms may be secured from the Registrar. Applications should be in the Registrar's office by September 1st and applicants should request that transcripts of their academic records in the high schools or colleges from which they are transferring be mailed to the Registrar by the same date.

REGISTRATION

Students wishing to register for the first semester, 1945-46, should report to the college building on September 6th or 7th, between 9:00 A. M. and 3:00 P. M.

Students should register at the beginning of each semester on the appointed dates. Late entrance is a serious hindrance to the best work and an additional fee of \$2.50 is charged for late registration.

Unless transferring from another college without appreciable loss of time, students will under no condition be permitted to enter the college later than ten days after the close of the regular registration period.

No student will be permitted to register for more than 18 or less than 14 semester hours of work without special permission.

No student is permitted to drop a course or take an additional course after registration without the approval of the Registrar and payment of a fee of \$1.00.

Students who withdraw within the first five days of any

semester, not including days set aside solely for registration, will be reimbursed the full amount of the tuition and half of the laboratory fees.

WITHDRAWAL FROM COLLEGE

A student may not withdraw from the college without the permission of the registrar. Requests for permission to withdraw should be put in writing. A student who voluntarily takes it upon himself to withdraw will not be permitted to re-enter without permission of the Registrar and payment of a fee of \$5.00 in addition to all regular fees.

THE COLLEGE YEAR AND UNIT OF CREDIT

The college year of thirty-six weeks is divided into two semesters of eighteen weeks each. Each semester is divided into two terms of nine weeks each. Grades are issued to students and parents at the end of each term.

The unit of credit is the semester hour. Usually one semester hour's credit is given for the completion of a semester course that meets one hour a week; two semester hours' credit are given for a course that meets twice a week, etc.

FLORIDA RESIDENTS

EXPENSES FOR EACH SEMESTER

Tuition	\$ 30.00
Registration Fee	5.00
Student Activity Fee	5.00
	<hr/>
	\$ 40.00

OUT-OF-STATE RESIDENTS

EXPENSES FOR EACH SEMESTER

Tuition	\$100.00
Registration Fee	5.00
Student Activity Fee	5.00
	<hr/>
	\$110.00

Any student taking more than one science will be charged a \$5.00 laboratory fee.

Tuition and fees are due at the beginning of each semester.

The Student Activity fee is charged each student to help defray expenses connected with maintaining the following activities: athletics, college paper, dramatic productions and such social activities as may be sponsored by the college. This fee entitles the students to free admission to all college games and programs.

A fee of \$2.50 additional is charged for late registration.

Students who are required to repeat courses because of failure or who wish to repeat them to raise the grade must secure the permission of the Registrar and pay a fee of \$2.00

A fee of \$1.00 will be charged for each course added or dropped during a semester.

One transcript of credits will be furnished free to students desiring to attend another college, but a charge of \$1.00 will be assessed for each additional transcript.

ABSENCES

ABSENCES WITHOUT PENALTY

Each student will be permitted a number of penalty-free absences from each course equal to the number of times the class meets per week; that is, two absences a semester from a course meeting two times a week, three absences a semester from a course meeting three times a week, etc.

These absences should not be taken at any time unless absolutely necessary.

ABSENCES WITH PENALTY

Points will be deducted from the semester grade for each absence beyond the number permitted as stated in the above paragraph.

Three tardies are equivalent to one absence. After the first twenty minutes of a period has passed, it will be considered an absence, not a tardy.

EXCEPTION IN CASE OF EXTENDED ILLNESS

Any student who, because of illness, is necessarily absent from a class for a number of successive days greater than the number of times the class meets per week, may, with special permission from the Committee on Absences, be given an opportunity to make up work he has missed, PROVIDED he has not previously taken his full allotment of penalty-free absences.

CONDUCT

Government of the college is administered by the Executive Council, consisting of the President, Dean and Registrar. Each student, by the act of registering, obligates himself to obey all rules and regulations approved by the council.

SCHOLARSHIPS

A number of scholarships covering tuition charges for one year are available for properly qualified students enrolled in the Junior College. The scholarships offered by the local civic clubs and by the American Legion are loan funds.

The award of a scholarship is made on the assumption of the student's carrying a normal load of studies through two consecutive semesters. In making the award two points are considered: (1) The personal and professional worth of the applicant; (2) the applicant's need.

Blanks for filing application may be secured upon request. Students applying for assistance should file applications at least two weeks before date of registration.

Scholarships available: American Legion, five (must be a sophomore); Rotary Club, three; Kiwanis Club, three; Philo Club, one; Comrad Club, one; Key Club, one.

ORIENTATION COURSE

REQUIRED OF ALL FRESHMAN

Extending through the first three or four weeks of the college year, the orientation course is designed to help the freshman adjust himself to the college regimen. It provides a series of lectures on such subjects as "The Meaning of a College Education," "What the Junior College Expects from You," "Study Hints," "Choosing a Career," etc. These lectures are given by Dr. Leonard and others.

ASSEMBLY

An hour is set aside each week for assembly which all students are required to attend. The faculty invites prominent speakers and musicians to appear before the students twice monthly. The students conduct business sessions and have charge of the program on alternate weeks. The main purpose of the assembly is to create unity and stimulate cultural interest among the students.

GRADING SYSTEM

A—Superior work	I—Incomplete
B—Good work	F—Failure
C—Average work	WP—Withdrew passing
D—Passing work	WF—Withdrew failing

EXPLANATION OF COURSE NUMBERS

Courses numbered 100-199 are Freshman courses.

Courses numbered 200-299 are Sophomore courses.

HONOR LIST

The Honor List is posted at the end of each semester. All students who have made an average of 2.0 or more and have a total number of honor points equal to or exceeding twice the number of hours carried, will have their names placed on the Honor List.

HONOR POINTS

The number of honor points earned at the end of the semester should equal at least the number of hours of work carried. Sixty honor points are required for a Certificate of Graduation and 64 points for the title of Associate in Arts.

Honor points are given as follows: for each semester hour of instruction, the grade A entitles the student to three honor points, B to two honor points, C to one honor point. No honor points are given for any grade below C.

CHANGES

The foregoing regulations are subject to change by the Executive Council of the College.



SCENES INSIDE AND OUTSIDE STUDENT UNION BUILDING

STUDENT ACTIVITIES

ASSEMBLY

Student meetings and student programs are held twice monthly. Alternate assemblies are devoted to speakers.

STUDENT GOVERNMENT

Officers of the Student Government are the president, vice-president, secretary and treasurer. The officers are in charge of student meetings and all student activities with the cooperation of the college sponsor.

COLLEGE PLAY

A three-act play, under the supervision of the dramatic department, is presented by the college each year.

PUBLICATIONS

The Beachcomber, a school paper published monthly under the direction of the instructor in journalism, offers many opportunities to those interested in writing for publication, and it also develops business and executive ability.

GLEE CLUB

The College Glee Club sings for assembly programs and other college functions. It is a combined activity and course for which one hour credit is given.

STUDENT UNION BUILDING

The Student Union Building (*known as the Sub*) is the center of student life. Lunches and sundries are served downstairs during the day. The kitchen and lunchroom are at the disposal of clubs for dinners and other entertainment. The large lounge and sun porch serve not only as a gathering place for students but for "open house" and club activities. The conference room is used for meetings of the student body officers and various committees and for conferences between faculty members and students. The men's and girls' lounges are used as informal gathering places and for rest.

ORGANIZATIONS

The Co-Ed CLUB, composed of all young women in the college, is a social and recreational organization. It sponsors parties, teas, dances and informal lectures by prominent people in the Palm Beaches on subjects of interest to the girl of today. The purpose of the club is to give the young woman a rich social experience for the first two years of college life.

The ESQUIRE CLUB, composed of all young men in the college, is organized to foster friendliness, cooperation and school spirit among the students and to promote school activities.

Delta Omicron Chapter of PHI THETA KAPPA, a national honor society in junior colleges, was instituted in 1943. The object of the society is to promote scholarship, to develop character, and to cultivate fellowship among the students. Members are chosen from the upper scholastic ten percent of the student body and must be of good moral character and possess recognized qualities of citizenship. Members must maintain at least a "B" average. This society offers rich social and cultural experiences.

The PAN-AMERICAN CLUB is composed of students from the Spanish classes and is organized to promote the appreciation of Spanish literature among students of Spanish in the college.

The PHILO CLUB is a girls' social organization which promotes friendship and school activities. Many of the ideals and purposes of the club are known by the members only.

The PHI DA DI CLUB is a men's social organization and helps to promote school activities. It is inactive for the duration of the war.

SPORTS

Both major and minor sports have been offered in previous years, including basketball, baseball, track, tennis and swimming. Athletic teams have competed with schools in Florida and Georgia, but because of present war conditions and difficulty in travel, students are required to participate in intramural sports.

The Women's Athletic Association, although modeled after the national organization in constitution and point system, is made to fit the situation in PBJC. Because of warm weather during the winter season, it is possible to offer the seven sports at almost any time of the year. The physical education director for the women assists the student officers in the work of the association.

Many of the world's outstanding sportsmen have been attracted by the recreational facilities in the Palm Beaches and students have the opportunity to participate in these activities which include tennis, golf, swimming, sailing, motorboating, fishing, cycling, skating, and bowling.

ASSOCIATE IN ARTS

To obtain the title of Associate in Arts, a student must have a total of not less than sixty-four semester hours (*with at least fifteen hours taken at Palm Beach Junior College*) and a grade average of not less than 1.0, or C. At least eighteen of the required sixty-four semester hours must be taken in courses of sophomore rank numbered 200-299. Sciences may be counted as 100 or 200 courses. All students must take English 101-2 and Physical Education. For further requirements (*which depend upon the student's previous training*) see courses below.

Courses required for graduation with the title of Associate in Arts:

English 101-2	6	hours
History 101-2	6	"
(Unless three units are presented for entrance)		
Foreign Language	6	"
(Unless three units of one foreign language are presented for entrance)		
Mathematics 101-2	6	"
(Unless four units are presented for entrance)		
Physical Science (Chemistry or Physics)	8	"
*†(Unless two physical science units are presented for entrance)		
Biological Science	8	"
*†(Unless two biological science units are presented for entrance)		
Physical Education 101-2	2	"
Electives	22	"
Total number of hours required	64	"

*Girls may substitute Home Economics for one of the sciences.

†In counting high school units, General Science may be counted as either physical or biological science, not as both.

CERTIFICATE OF GRADUATION

To obtain a Certificate of Graduation a student must have a total of not less than sixty semester hours of college work (*fifteen of which must be taken at Palm Beach Junior College*) and sixty honor points. The sixty hours must be distributed as follows: (1) at least thirty hours (including English 101-2 and Physical Education) in courses numbered 100-199, (2) at least eighteen hours in courses numbered 200-299. Sciences may be counted as 100 or 200 courses.

Students may be excused from Physical Education when there is sufficient reason, such as illness, physical handicap, etc.

CURRICULUM

PALM BEACH JUNIOR COLLEGE OFFERS THE FOLLOWING COURSES FOR CREDIT

Accounting 101-2	6	hours
Accounting 201-2	6	"
Astronomy 101	2	"
Art 100	1	hour
Art 101	2	hours
Art 102	2	"
Art 103	1	hour
Art 201-2	4	hours
Bible 101-2	6	"
Biology 101-2	8	"
Business Law 101-2	6	"
Business 201	3	"
Business 202	3	"
Chemistry 101-2	8	"
Economics 101-2	6	"
Education 201-2	6	"
English 101-2	6	"
English 201-2 (Prerequisite English 101-2)	6	"
French 101-2	6	"
*French 201-2 (Prerequisite French 101-2 or Equivalent)	6	"
Geography 101-2	6	"
History 101-2	6	"
*History 103-4	6	"
Home Economics 101-2	8	"
†Laboratory Technique 202	3	"
Mathematics 101	3	"
Mathematics 102 (Prerequisite Mathematics 101)	3	"
Mathematics 103	3	"
Mathematics 104	3	"
Mathematics 201 (Prerequisite Mathematics 102)	3	"
Mathematics 202 (Prerequisite Mathematics 201)	3	"
Mechanical Drawing 101-2	4	"
*Mechanical Drawing 201-2 (Prerequisite Mechanical Drawing 101-2)	4	"
Meteorology 101	2	"
Music 101-2	1	hour
Music 201-2	2	hours
Music 203-4	2	"
Physical Education 101-2	2	"
Physics 101-2	8	"
Political Science 201-2	6	"
Psychology 201-2	6	"
Shorthand 101-2	4	"
*Shorthand 201-2	6	"
*Social Studies 103-4	4	"
Sociology 101-2	6	"
Spanish 101-2	6	"
Spanish 201-2 (Prerequisite Spanish 101-2 or Equivalent)	6	"
Speech 101-2	6	"
Typewriting 101-2	4	"

*Given if there is sufficient demand.

†Not offered 1944-45.

CURRICULA

CURRICULUM LEADING TO TITLE ASSOCIATE IN ARTS

FIRST YEAR

FIRST SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>	SECOND SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>
English 101	3	English 102	3
Foreign Language	3	Foreign Language	3
Mathematics 101	3	Mathematics 102	3
Biological Science or Physical Science 101*	4	Biological Science or Physical Science 102*	4
Physical Education 101	1	Physical Education 102	1
Electives	2	Electives	2
	16		16

SECOND YEAR

FIRST SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>	SECOND SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>
History 101	3	History 102	3
Foreign Language†	3	Foreign Language†	3
Physical Science or Biological Science 101*	4	Physical or Biological Science 102*	4
Electives	6	Electives	6
	16		16

FOLLOWING CURRICULA LEAD TO CERTIFICATE OF GRADUATION

GENERAL CURRICULUM

FIRST YEAR

FIRST SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>	SECOND SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>
English 101	3	English 102	3
Social Science 101 or Foreign Language	3	Social Science 101 or Foreign Language	3
Physical Science or Biological Science or Home Economics 101	4	Physical Science or Bio- logical Science or Home Economics 102	4
Physical Education 101	1	Physical Education 102	1
Electives	4	Electives	4
	15		15

SECOND YEAR

FIRST SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>	SECOND SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>
English 201 or Foreign Language	3	English 202 or Foreign Language	3
Social Science	3	Social Science	3
Biological Science or Physical Science or Home Economics 101	4	Biological Science or Physical Science or Home Economics 102	4
Electives	5	Electives	5
	15		15

*For complete explanation of science requirements, see page 21.

†Unless two years of high school and one year of college work have been completed in one language.

GENERAL BUSINESS

FIRST YEAR

FIRST SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>	SECOND SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>
English 101	3	English 102	3
Social Science 101	3	Social Science 102	3
Accounting 101	3	Accounting 102	3
Biology 101	4	Biology 102	4
Typewriting 101	2	Typewriting 102	2
Physical Education 101	1	Physical Education 102	1
	----- 16		----- 16

SECOND YEAR

FIRST SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>	SECOND SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>
Business 201	3	Business 202	3
Accounting 201	3	Accounting 202	3
Economics 101	3	Economics 102	3
Business Law 101	3	Business Law 102	3
Electives	3	Electives	3
(Speech, Psychology or Social Science)		(Speech, Psychology or Social Science)	
	----- 15		----- 15

SECRETARIAL

FIRST YEAR

FIRST SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>	SECOND SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>
English 101	3	English 102	3
Biology 101	4	Biology 102	4
Shorthand 101	2	Shorthand 102	2
Typewriting 101	2	Typewriting 102	2
Accounting 101	3	Accounting 102	3
Physical Education 101	1	Physical Education 102	1
	----- 15		----- 15

SECOND YEAR

FIRST SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>	SECOND SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>
Business 201	3	Business 202	3
Shorthand 201	3	Shorthand 202	3
Economics 101	3	Economics 102	3
Business Law 101	3	Business Law 102	3
Electives	3	Electives	3
	----- 15		----- 15

MEDICAL AND DENTAL SECRETARIAL

FIRST YEAR

FIRST SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>	SECOND SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>
English 101	3	English 102	3
Biology 101	4	Biology 102	4
Shorthand 101	2	Shorthand 102	2
Typewriting 101	2	Typewriting 102	2
Accounting 101	3	Accounting 102	3
Physical Education 101	1	Physical Education 102	1
	----- 17		----- 17

SECOND YEAR

FIRST SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>	SECOND SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>
Chemistry 101	4	Chemistry 102	4
Shorthand 201	3	Shorthand 202	3
Psychology 201	3	Laboratory Tech	3
Sociology 102	3	Psychology 202	3
Electives ..	3	Sociology 102	3
	----- 16		----- 16

COMMERCIAL WAR TRAINING COURSE

FIRST SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>	SECOND SEMESTER	<i>Sem. Hrs.</i> <i>Credit</i>
English 101	3	English 102	3
Accounting 101	3	Accounting 102	3
Economics 101	3	Economics 102	3
Shorthand 201	3	Shorthand 202	3
Business 201	3	Business 202	3
Physical Education 101	1	Physical Education 102	1
	----- 16		----- 16

A one-year emergency terminal course for those who have completed shorthand and typewriting and wish to enter the business field or government service.

TECHNICIANS IN ENGINEERING

FIRST YEAR

FIRST SEMESTER	Sem. Hrs. Credit	SECOND SEMESTER	Sem. Hrs. Credit
English 101	3	English 102	3
Social Science 101	3	Social Science 102	3
Mathematics 101	3	Mathematics 102	3
Mechanical Drawing 101	2	Mechanical Drawing 102	2
Physics 101	4	Physics 102	4
Physical Education 101	1	Physical Education 102	1
	<hr/> 16		<hr/> 16

SECOND YEAR

FIRST SEMESTER	Sem. Hrs. Credit	SECOND SEMESTER	Sem. Hrs. Credit
Biology 101	4	Biology 102	4
Mechanical Drawing 201	2	Mechanical Drawing 202	2
Mathematics 201	3	Mathematics 202	3
Electives	6	Electives	6
	<hr/> 15		<hr/> 15

TEACHING

FIRST YEAR

FIRST SEMESTER	Sem. Hrs. Credit	SECOND SEMESTER	Sem. Hrs. Credit
English 101	3	English 102	3
Social Science 101	3	Social Science 102	3
Foreign Language	3	Foreign Language	3
Biological Science 101 or Physical Science 101	4	Biological Science 102 or Physical Science 102	4
Physical Education 101	1	Physical Education 102	1
Electives	2	Electives	2
	<hr/> 16		<hr/> 16

SECOND YEAR

FIRST SEMESTER	Sem. Hrs. Credit	SECOND SEMESTER	Sem. Hrs. Credit
Social Science 101	3	Social Science 102	3
Foreign Language*	3	Foreign Language*	3
Psychology 201	3	Psychology 202	3
Education 201	3	Educational Psychology 202	3
Physical Science 101 or Biological Science 101	4	Physical Science 102 or Biological Science 102	4
	<hr/> 16		<hr/> 16

*Unless two years of high school and one year of college work have been completed in one language.

NURSING OR HOME ECONOMICS

FIRST YEAR

FIRST SEMESTER	Sem. Hrs. Credit	SECOND SEMESTER	Sem. Hrs. Credit
English 101	3	English 102	3
Biological Science 101	4	Biological Science 102	4
Sociology 101	3	Sociology 102	3
Home Economics 101	4	Home Economics 102	4
Physical Education 101	1	Physical Education 102	1
	<u>15</u>		<u>15</u>

SECOND YEAR

FIRST SEMESTER	Sem. Hrs. Credit	SECOND SEMESTER	Sem. Hrs. Credit
Chemistry 101	4	Chemistry 102	4
Social Science 101	3	Social Science 102	3
Psychology 201	3	Psychology 202	3
Electives	5	Electives	5
	<u>15</u>		<u>15</u>

AVIATION AND TRANSPORTATION

FIRST YEAR

FIRST SEMESTER	Sem. Hrs. Credit	SECOND SEMESTER	Sem. Hrs. Credit
English 101	3	English 102	3
Mathematics 101	3	Mathematics 102	3
Physical Science 101	4	Physical Science 102	4
Mechanical Drawing 101	2	Mechanical Drawing 102	2
Physical Education 101	1	Physical Education 102	1
Electives*	2	Electives*	2
	<u>15</u>		<u>15</u>

SECOND YEAR

FIRST SEMESTER	Sem. Hrs. Credit	SECOND SEMESTER	Sem. Hrs. Credit
Mathematics 201	3	Mathematics 202	3
Mechanical Drawing 201	2	Mechanical Drawing 202	2
Social Science	3	Social Science	3
Biological Science 101	4	Biological Science 102	4
Electives*	3	Electives	3
	<u>15</u>		<u>15</u>

*Electives may be chosen from: Aviation, Auto and Electrical Engineering or other subjects recommended by the Registrar.



A CLASS IN OFFICE PRACTICE



STUDENTS AT WORK IN THE HOME ECONOMICS DEPARTMENT

COURSES OF INSTRUCTION

COMMERCIAL

*ACCOUNTING 101-2. ACCOUNTING PRINCIPLES. First semester: a study of the mechanical and statistical aspects of accounting, books of record, accounts, fiscal period and adjustments, working papers, form and preparation of financial statements, followed by an intensive and critical study of the problems of valuation as they affect the preparation of the balance sheet and the income statements. Second semester: a study of the legal aspects of accounting and related problems resulting from the legal organization form used by businesses: assets, liabilities, proprietorship, partnerships, corporations, capital stock, surplus, followed by a study of the financial aspects of accounting as disclosed by an analysis and interpretation of financial statements, financial ratios and standards, their preparation, meaning, and use. Credit: 6 semester hours. J. HOLT.

*ACCOUNTING 201-2. ADVANCED ACCOUNTING. (*Prerequisite: Accounting 101-2 or its equivalent.*) A study of a complete set of books including an accounting cycle, opening books, current entries, and closing books, with work at end of a fiscal period, social security accounting, partnerships, dissolution and reorganization of businesses, organization of corporations, corporate records, vouchers, checks, auditing, and legal restrictions. Credit: 6 semester hours. J. HOLT.

*BUSINESS ENGLISH 101. A course designed for the purpose of acquainting students with the principles underlying effective letter writing, and of giving them practice in solving the more common problems presented through correspondence. Attention is also given to special types of letters and the preparation of business reports. Credit: 3 semester hours. E. HOLT.

BUSINESS LAW 101. General introduction to law, a discussion of courts and legal procedure, contracts, sales, agency and partnerships. Credit: 3 semester hours. BISHOP.

BUSINESS LAW 102. Principles of bailment and carriers, negotiable instruments, guaranty and suretyship, corporations, insurance, and personal and real property. Credit: 3 semester hours. BISHOP.

These courses are designed for students who expect to study law or business administration or who expect to enter the business world in the fields of real estate, insurance and secretarial work and for those who desire a knowledge of their legal rights and obligations.

*BUSINESS 201. CIVIL SERVICE TRAINING. A course designed to provide pre-employment preparation in the basic skills necessary for clerical positions in business and in government work. The course covers arithmetic, grammar, punctuation, business letter writing, filing, and other skills which a person must be prepared to use when beginning work. Credit: 3 semester hours. E. HOLT.

*BUSINESS 202. OFFICE PRACTICE. A course designed to give training in office procedure, and in the use of the more common office machines, such as adding and calculating machines, bookkeeping machines, mimeograph, and others. One year of typewriting is a prerequisite to this course. Credit: 3 semester hours. E. HOLT.

*SHORTHAND 101-2. MASTERY OF THE PRINCIPLES OF GREGG SHORTHAND. Dictation from graded material, supplementary readings and exercises. Take dictation at the rate of sixty words for five minutes and transcribe with 95 percent accuracy. Credit: 4 semester hours. E. HOLT.

*TYPEWRITING 101-2. This course gives a thorough command of the keyboard and all parts of the machine by touch. Speed drills, dictation at the machine, attractive arrangement of letters, etc. Type at the rate of thirty-five words a minute for ten minutes with accuracy; not more than five errors. Credit: 4 semester hours. E. HOLT.

*No credit given toward Associate in Arts title.

EDUCATION

EDUCATION 201. INTRODUCTION TO EDUCATION. A study of fundamental principles in education, historical view, aims and methods of education, the curriculum, the pupil population, the educative process, education as a profession. Credit: 3 semester hours. GAULT.

EDUCATION 202. EDUCATIONAL PSYCHOLOGY. Physical heredity and behavior; social heredity; the learning process; the teaching of language, mathematics, fine arts, natural and social sciences; a study of personality; the psychological solutions of educational problems. Credit: 3 semester hours. GAULT.

ENGLISH

ENGLISH 101-2. FRESHMAN COMPOSITION. A course designed to teach students to think logically, to read intelligently, and to express themselves correctly and effectively. First semester: Emphasis is placed on vocabulary, advanced sentence structure, and paragraphing. Second semester: Various types of composition are considered with intensive study of illustrative literary models. Throughout the entire year, frequent compositions and parallel reading are required. Credit: 6 semester hours. CROZIER.

ENGLISH 21-2. SUB-FRESHMAN COMPOSITION. A course required of all freshmen who are shown by a preliminary diagnostic test to be deficient in the fundamentals of English, and for such students is prerequisite to all other English courses. This course provides intensive drill in the mechanics of composition, including spelling, capitalization, punctuation, grammar, and elementary sentence structure. CROZIER.

ENGLISH 201-2. ENGLISH LITERATURE. (*Prerequisite: English 101-2*) A survey course designed to acquaint the student with the most significant English writers from Chaucer to 1900 and to develop an appreciation of their art and outlook on life. Lectures and discussions are supplemented by written reports. Credit: 6 semester hours. CROZIER.

SPEECH 101. FUNDAMENTALS OF SPEECH. Voice, diction and body expression; a study of the basic principles, and practice through exercises and the oral interpretation of literature. Credit: 3 semester hours. WILEY.

SPEECH 102. ORIGINAL SPEECH. Principles underlying effective speech, types of speech and practice in vigorous delivery before an audience. Credit: 3 semester hours. WILEY.

FINE ARTS

*†ART 100. ART APPRECIATION AND CRITICISM. Credit: 1 semester hour.

*†ART 101. FASHION DESIGN. Design, color and its properties as applied to costume. Credit: 2 semester hours.

*†ART 102. SCULPTURE. From model and cast. Credit: 2 semester hours.

*†ART 103. CRAFTS. Design, weaving, rug-making. Credit: 1 semester hour.

*†ART 201-2. PRINCIPLES OF COMPOSITION as applied to still life, landscape and model. Practice in several media. Credit: 4 semester hours.

*†MUSIC 201-2. VOICE PRODUCTION. Individual or group instruction. Credit: 2 semester hours.

*†MUSIC 203-4. PIANO, HARMONY AND MUSIC APPRECIATION. Individual or group instruction. Credit: 2 semester hours.

Subject to change.

*MUSIC 101-2. GLEE CLUB. Entrance by audition. Music appreciation and voice training. Standard choral work. Mixed chorus, girls' and boys' quartets. Public appearances. Meets twice weekly. Credit: 1 semester hour. MCKENZIE.

*No credit given toward Associate in Arts title.

†Offered at Norton Art Gallery.

FOREIGN LANGUAGE

FRENCH 101-2. ELEMENTARY ESSENTIALS OF FRENCH. A beginning course, basic for further study. The primary aim of this course is to lay the foundation for reading French. Reading of easy texts is begun at once. Simple conversation. Credit: 6 semester hours. HENNESSEY.

FRENCH 201-2. SECOND YEAR FRENCH. (Prerequisite: one year of College French or a satisfactory grade on two or more years of high school French.) Reading of modern texts; grammar review; translation of simple English into French; conversation; parallel reading. Credit: 6 semester hours. HENNESSEY.

SPANISH 101-2. ELEMENTARY SPANISH. Written and oral exercises in Spanish; reading of easy texts. Credit: 6 semester hours. MONTAYA.

SPANISH 201-2. SECOND YEAR SPANISH. (Prerequisite: one year of college Spanish or satisfactory grade on two or more years of high school Spanish.) Readings from standard contemporary authors; oral discussions in Spanish; review of grammar. Credit: 6 semester hours. MONTAYA.

HOME ECONOMICS

HOME ECONOMICS 101. Consumer education, introduction to the study of foods and nutrition, housing, and interior decoration. Credit: 4 semester hours. HEAVRIN.

HOME ECONOMICS 102. Home management, family relationship, costume design, textiles and clothing. Credit: 4 semester hours. HEAVRIN.

INDUSTRIAL ARTS

*MECHANICAL DRAWING 101-2. A study of the fundamental principles of mechanical drawing. Drawing room practice includes study of the proper use of drawing instruments and equipment; the theory of orthographic, isometric and oblique projections; methods of dimensioning and study of simple sections, and the conventions of machine drawing. Credit: 4 semester hours. PRICE.

*No credit given toward Associate in Arts title.

MATHEMATICS

MATHEMATICS 101. COLLEGE ALGEBRA. (Prerequisite: one and a half years of high school algebra and one year of plane geometry.) Quadratic equations, systems of equations, progressions, proportions, variations, mathematical induction and the binominal theorem, logarithmic and expotential equations, graphs, permutations and combinations, probability, determinants, complex numbers, interest and annuities. Credit: 3 semester hours. NEWELL.

MATHEMATICS 102. TRIGONOMETRY. (Prerequisite: Mathematics 101 or equivalent.) Solution of triangles, right and oblique; use of logarithms in solution, solution by means of slide rule; trigonometric identities and equations, use of radians and mils in measurement, inverse functions; spherical trigonometry. Credit: 3 semester hours. NEWELL.

MATHEMATICS 103. ELEMENTARY MATHEMATICS. The purpose of this course is to aid those who have not had sufficient high school mathematics to pursue the regular college course. The course will be made elastic to meet the needs of the class. Topics for consideration are fractions, common and decimal; short methods of calculation, measurements, facts and applications of geometry, algebra, solution of quadratic equation, logarithms, and easy trigonometric problems. Credit: 3 semester hours. NEWELL.

MATHEMATICS 104. MATHEMATICS OF BUSINESS. This course is designed to train the student in essential mathematics used in business. The course includes equations, percentage applications as simple and compound interest, discounts, annuities insurance, bonds, social security taxes, and income tax procedure. Credit: 3 semester hours. NEWELL.

MATHEMATICS 201. ANALYTICAL GEOMETRY. (Prerequisite: Mathematics 101-2.) Algebraic study of the figures of plane geometry; Cartesian coordinates and other systems, plane sec-

tions of a cone, transformation of coordinates. Credit: 3 semester hours. NEWELL.

MATHEMATICS 202. CALCULUS. (Prerequisite: Mathematics 201.) Variables, functions and limits, increments and derivatives; differentiation and integration, maximum and minimum values of functions; applications to problems involving area, volume, time, velocity and acceleration. Credit: 3 semester hours. NEWELL.

PHYSICAL EDUCATION

PHYSICAL EDUCATION 101-2. This course seeks to introduce fundamentals of seasonal sport activities and with these as a medium, to develop the physical, social and moral character of the individual and group. Credit: 2 semester hours. McCAMPBELL AND TAYLOR.

PHYSICAL EDUCATION 201-2. This course is a continuation of Physical Education 101-2 where students not only take a part but assume a responsibility of leadership with groups in these activities. Credit: 2 semester hours. McCAMPBELL AND TAYLOR.

PSYCHOLOGY

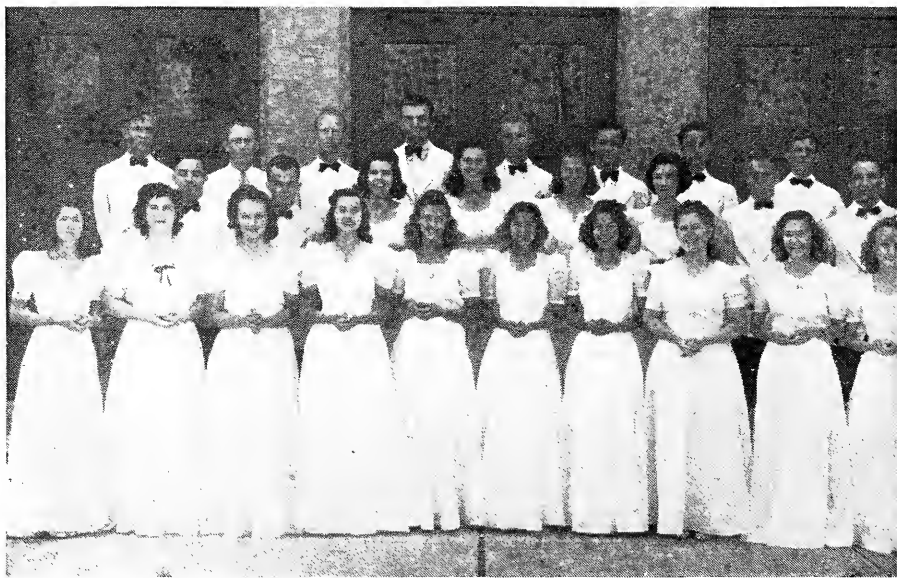
PSYCHOLOGY 201-2. An introductory course in General Psychology with emphasis on practical applications of the principles of psychology. The experimental work is designed to give each pupil an opportunity to test personal aptitude. Credit: 6 semester hours. MORSE.

RELIGION

BIBLE 101. OLD TESTAMENT HISTORY. An introductory study which surveys the course of the Old Testament history and the development of the Hebrew religion. The course includes a study of the geography of Bible lands and the culture of the people of the Old Testament era. Some study will be given to the great characters of the Old Testament and to the Old Testament literature. Credit: 2 semester hours. SCHULZ.



LIBRARY



GLEE CLUB

BIBLE 102. NEW TESTAMENT HISTORY. A study of the political, social and religious background of the New Testament times and of the life teachings of Christ. Also the rise and development of the Christian Church in the Roman Empire. Credit: 2 semester hours. SCHULZ.

SCIENCES

ASTRONOMY 101. This course aims at giving a knowledge of elementary facts of astronomy, emphasis being placed on those useful in navigation. This includes study of principal constellations and first magnitude stars visible in northern latitudes, the solar system with special attention to time and tides, positions of planets in celestial sphere, and a study of the earth's movements, the calendar and seasons. Credit: 2 semester hours. NEWELL.

BIOLOGY 101. PRINCIPLES OF ANIMAL BIOLOGY. Characteristics of living matter; classification of animals; organs and their functions. Credit: 4 semester hours. ALBERTSON.

BIOLOGY 102. (Prerequisite: Biology 101.) Theories of evolution; origin and development of the individual; human behavior. Credit: 4 semester hours. ALBERTSON.

CHEMISTRY 101. GENERAL CHEMISTRY. Fundamental laws and theories of chemistry, and the preparation and properties of the common non-metallic elements and their components. Credit: 4 semester hours. GROSS.

CHEMISTRY 102. SECOND SEMESTER OF GENERAL CHEMISTRY. (Prerequisite: Chemistry 101.) Devoted largely to the study of metallic elements and their compounds. Credit: 4 semester hours. GROSS.

METEOROLOGY 101. The purpose of this course is to give essential instruction to those who will enter meteorological service or become aviators. The subject matter includes discussion of the atmosphere, its movements and methods of observing these movements, clouds and precipitation, temperature

changes and their relation to weather phenomena, wind systems, warm and cold fronts, weather analysis, weather maps. A short summary of the relation of weather to climate, the causes of climate and climates of chief parts of the earth is given to complete the course. Credit: 2 semester hours. NEWELL.

PHYSICS 101-2. Course consists of mechanics, wave motion, sound, kinetic theory, heat, electricity and magnetism, light, and introduction to modern physics. The last quarter will be devoted to the activities in physics since 1900, including the properties of vibrating systems, electron physics, radiation, spectra, cosmic rays, atomic and molecular structure, X-rays and their application to atomic physics, radioactivity, and recent developments in nuclear physics. Credit: 8 semester hours. GROSS.

SOCIAL SCIENCES

ECONOMICS 101-2. ECONOMIC FOUNDATIONS OF MODERN LIFE. Functioning of the economic system. The understanding of economic principles and processes, especially those relating to value, price, cost, rent, wages, profit and interest. Principles of government income, American banking system, foreign exchange, etc. Credit: 6 semester hours. E. HOLT.

GEOGRAPHY 101-2. PHYSICAL AND ECONOMIC GEOGRAPHY. A comprehensive course which includes the elements of physical and economic geography on a global basis. First semester includes an introductory study of the field of geography, the use of maps, man and his environment and the limiting effects of environmental factors, both physical and cultural. Second semester deals with methods by which man obtains his living and the cultural developments he has made in order to utilize the natural factors which the earth provides. This study is supplemented by map work and regional studies which are designed to work out the geographic problems suggested by specific areas. Credit: 6 semester hours. MORSE.

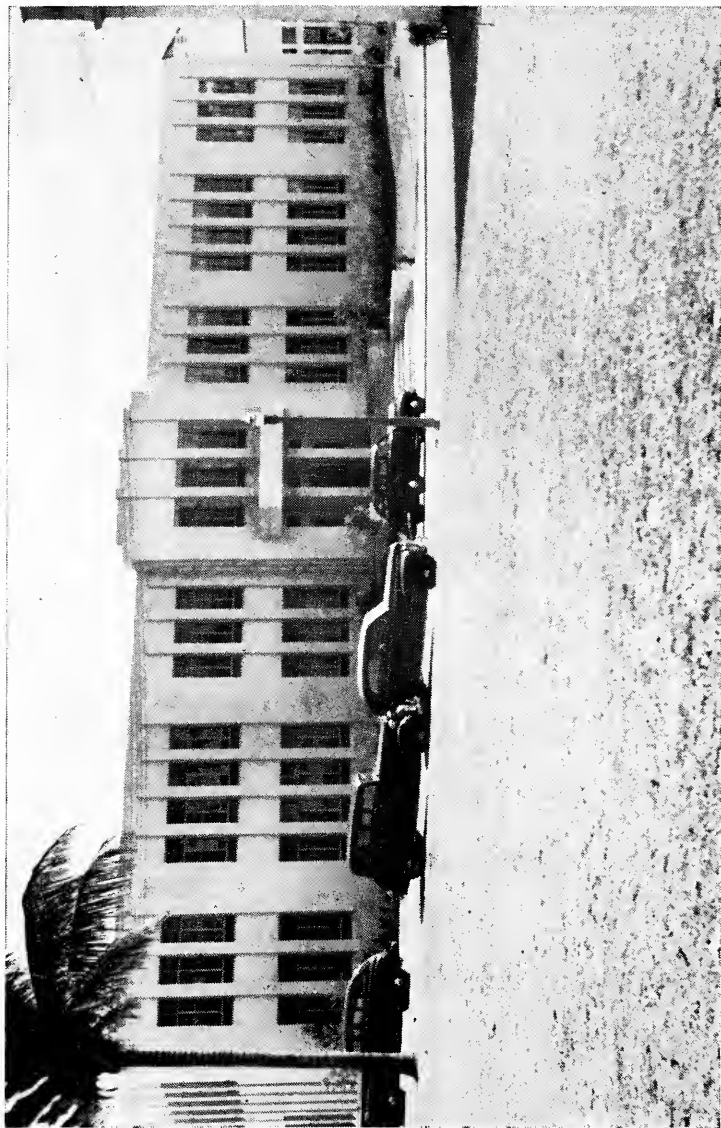
HISTORY 101-2. HISTORY OF WESTERN CIVILIZATION. A survey of European civilization from the fall of Rome to the present age. Credit: 6 semester hours. MORSE.

HISTORY 103-4. LATIN AMERICAN HISTORY. First semester: A history of the colonial period, the liberation movement and the development of the independent governments in the South American states. Second semester: A study of contemporary problems; the place of Latin America in the present day world. Credit: 6 semester hours. MORSE.

POLITICAL SCIENCE 201. U. S. GOVERNMENT. A general survey of national government in the United States. This course represents a functional treatment of the basic subject matter of political science. The emphasis is not merely on domestic institutions and practices but on the general world situation. Credit: 3 semester hours. MORSE.

POLITICAL SCIENCE 202. U. S. GOVERNMENT (continued). A general survey of national, state and local government, continued functional treatment of basic subject matter and a general understanding of party politics as it works in national, state and local situations is stressed. Credit: 3 semester hours. MORSE.

SOCIOLOGY 101-2. FUNDAMENTALS OF SOCIAL DEVELOPMENT. A study of our social order, its structure, the ways in which human beings organize themselves into groups for the achievement of ends, the processes of interaction in groups, the changes in institutions and organizations and the functions of the various forms of human relationships. The course is built around the concepts of society, culture and personality and the impact of modern machine technology and the war upon these concepts. By suggesting extensive reading about peoples in other lands, the course seeks to encourage world mindedness and world cooperation. Credit: 6 semester hours. E. HOLT.



The Vocational Building where Business, Home Economics and Engineering Drawing are taught

SOCIAL STUDIES 103-4. SURVEY COURSE IN THE SOCIAL SCIENCES. This course is designed to introduce the student to the whole area of social science rather than to economics, political science or sociology as such. It is a study of the problems of contemporary society; to find what groups are most affected by these problems; to show how these problems come to be and what has already been done about them; and to discover in what way sociology, political science, and economics contribute to the understanding and solution of these problems. Credit: 4 semester hours. E. HOLT.

COLLEGE COURSES FOR STUDENT NURSES

MICROBIOLOGY. A course for student nurses including history of microbiology; methods of destroying micro-organisms in the control of communicable diseases; infection and resistance; microbiology of important infectious diseases. Laboratory work deals with the morphology and identification of organisms.

CHEMISTRY. Due to the limited amount of time available for chemistry in the nursing curriculum, the course is divided into three parts. Part I is designed to be a general introduction to those laws and concepts of chemistry that are necessary for an understanding of the material presented in the second part. Part II is a discussion of physiological and pathological chemistry. As far as possible, the course includes discussions of the application of chemistry to the diagnosis and treatment of human diseases. Part III contains a number of carefully selected laboratory experiments that correlate closely with the lecture divisions of the course.

PSYCHOLOGY. A one semester course which includes the general principles of psychology with special application to nursing practice.

SOCIOLOGY. A course designed to treat those sociological facts and principles which will be of practical help to nurses in their daily work, and also to furnish information which will give a social setting for the nursing profession.

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